

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
NOVEMBER 18, 2022
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Richard Rumsey called the meeting to order at 8:00 a.m.
- ROLL CALL:** The following members of the Board of Commissioners were present: President Richard Rumsey, Vice President Doug Emery, and Secretary/Treasurer Mike Williams.
- Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel, and Maintenance Director TA Sullivan
- Visitors Present: Ron Emery
- PUBLIC COMMENTS:** Blake Emery announced that the Harrisburg Township Park District (HTPD) was accepting public comment by email or written submission up to the start of the meeting at 8:00 AM on October 21, 2022. There were no written comments received and there was no one from the public present on the teleconference call. No one present had any comments.
- Rocky Hull stopped by the Park Office to ask if the Rotary Club could utilize the pickleball courts for a Pickleball Tournament to raise funds for the Rotary Club. Blake Emery reached out to the Insurance Provider and they said as long as the Rotary Club provides the insurance and lists Harrisburg Township Park District as additional insured on the Certificate of Insurance for the Tournament it should be ok. All Park Board Members were ok with moving forward with this if desired by the Rotary Club.
- CONSENT AGENDA:** Mike Williams made the motion to accept the October 21, 2022 meeting minutes and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 10/21/2022 to 11/17/2022 bills and the October 2022 Unaudited Financial Reports and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into Closed Session.
- UNFINISHED BUSINESS:**
- COVID-19 Blake Emery presented to the Board the current available information regarding COVID-19. There were no updates. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.
- Bond Funds Blake Emery presented the opportunity to discuss any Bond Fund Designations and future projects. Richard Rumsey made the motion to approve designating Bond Funds for bridge lighting and walking path lighting repairs/upgrades and seconded by Mike Williams. All in favor 3-0 per voice vote. Richard Rumsey made the motion to approve designating Bond Funds to inspect and repair light poles at all ball fields as needed and seconded by Mike Williams. All in favor 3-0 per voice vote.

OSLAD 2022 Blake Emery presented to the Board he received the executed Agreement from IDNR. He also received approval to put projects out for bid. Will hold Bid Openings at the December Board Meeting. Blake Emery has been preparing all the needed contracts, specifications, and plans needed for the Bidding process. He has reached out to Legence Bank about getting an interest earning account setup to deposit the OSLAD funds check once it is received. HTPD requested the 50% advance payment option.

DCEO Grant Blake Emery presented to the Board that the DCEO requested some changes to the application. Richard Rumsey and Mike Williams came in and signed the application per one of the DCEO comments. Currently still waiting to hear the next step.

NEW BUSINESS:

Levy Ordinance Blake Emery presented to the Board Ordinance 2022-1118 An Ordinance Levying the Taxes for the Harrisburg Township Park District, Saline County, Illinois for 2022. The assumptions used for the 2022 tax levy for revenues to be received in 2023 is not to exceed 105% of the previous year tax base or levy amounts. The 2021 total extension of \$532,235.37 x 105% equals \$558,847.14. Since the Estimate of Tax Levy for 2022 (\$545,897.00) is not greater than 105% of the preceding year's extension, a public hearing is not required. Mike Williams made the motion to approve Resolution 2022-1118 Establishing Estimate of Tax Levy for 2022 and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The Ordinance was signed and became effective November 18, 2022. The Truth in Taxation Certificate of Compliance and the Certificate of Secretary were included as part of the Levy Ordinance and were approved, signed, and sealed at this time. An official copy will be submitted to the Saline County Clerk's Office.

Annual Statement Blake Emery presented to the Board the Statement of Receipts and Disbursements for FY July 2021 through June 2022. This is the annual FY 2022 receipts and disbursements summary that needs to be approved and published in the newspaper. Mike Williams made the motion to approve the Statement of Receipts and Disbursements for FY July 2021 through June 2022 and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The document was signed and will be submitted to the Saline County Clerk's Office and published in the Harrisburg Register newspaper.

FY 2022 Audit Blake Emery presented to the Board that the Audit was in its final stages and won't be completed until next week. Mike Williams made the motion to Table discussion/approval of the Audit until the December Board Meeting and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

FY 2022 AFR Blake Emery presented to the Board that the Annual Financial Report (AFR) is completed but needs approval of the Audit to submit. Mike Williams made the motion to Table discussion/approval of the AFR until the December Board Meeting when the Audit is available and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

2023 Meetings Blake Emery asked the Board which dates and times would be the best for the 2023 Board of Commissioners Regularly scheduled meetings. It was discussed and agreed upon to continue with the third Friday of each month at 8:00 a.m. at the Harrisburg Park Office Community Room. Blake Emery will prepare the official document with all the calendar dates to be approved and signed at the December 16, 2022 Board Meeting.

Bond Debt Blake Emery presented to the Board using designated Bond Project Funds to pay off Bond Debt due in December. The Bond Payment will be \$201,457.83. The money will be

replaced into the checking account as soon as the park receives payments from Saline County. Mike Williams made the motion to approve using Bond Project Funds to pay off Bond debt and replace the money in the checking account when it is received from Saline County and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Info Security Policy Blake Emery presented the current Information Security Policy to the Board for annual review. There were no comments on the document. Mike Williams made the motion to keep using the current version of the Information Security Policy and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:27 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

There was no old business to be discussed. Blake Emery distributed the IPRF Newsletter. Due to another light pole collapsing, Blake Emery discussed contracting with a company to test the light poles at all the ball fields for their integrity and remediating the poles if needed. He has reached out to Osmose, the same company SEIEC uses to test their poles, and is awaiting a response. All were in agreement this is a priority concern. Doug Emery mentioned reaching out to the school district about maybe needing to have the poles at Dorris Heights Field checked out as well. No additional items of safety concern were brought up for discussion.

Adjourn The Committee Meeting was adjourned at 8:36 a.m.

DIRECTOR REPORT:

Projects Projects were discussed as part of the Maintenance Report.

Property Taxes Have received Installment Payment #1 from Saline County. Should receive Payment #2 in the near future.

Local Records Blake Emery filed the Annual Application to Dispose of Local Records on 11/9/2022.

PCI Compliance Blake Emery completed the Annual Renewal of PCI Compliance for credit card processing.

IAPD Conference Blake Emery attended the IAPD Legal Symposium Conference on 11/3/2022 at Oak Brook.

Insurance Claim Blake Emery filed with IPARKS the wind damage claim for Gaskins City Complex. He met with the insurance adjuster on 11/14/2022.

IPARKS Fleeces Blake Emery passed out the IPARKS Fleeces. IPARKS gave these to HTPD to help promote their new logo.

2023 Election Blake Emery reminded the Board that Candidates for the office of Park Board of Commissioners can file nominating papers from December 12 - 19, 2022 and that Candidate Packets are available to be picked up at the Park Office if desired.

Director Evaluation Blake Emery passed out Executive Director Evaluation forms to the Board members.

Training The Executive Director attended the following training opportunities: IPRF Ladder Safety Training Webinar on 11/9/2022; IPRF Risk Management Center Training Webinar on

11/15/2022; IPRF Emergency Action Plan Training Webinar on 11/16/2022; IPARKS Federal Cybersecurity Regulations Webinar on 11/8/2022; and IPARKS Avoiding Common Overtime Mistakes Webinar on 11/10/2022.

The Executive Director Report was placed on file. See attached report.

REPORTS

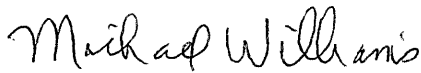
Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

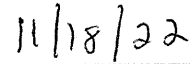
Blake Emery announced that the next regular board meeting is scheduled to be December 16, 2022 at 8:00 a.m. at the Park Office Community Room. All were ok with the meeting date and time.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 8:50 a.m.



Michael Williams, Secretary / Treasurer



Date Signed